

Monthly Report of Excess Income

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0086 (exp. 10/31/99)

Section 236 Projects

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2502-0086), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This information is collected in accordance with Section 236(g) of the National Housing Act to require that excess income (rent collected in excess of basic rent) be computed on a unit-by-unit basis. The information will enable HUD to ensure that owners carry out their statutory obligation to remit excess rents. The information collected is considered to be non-sensitive. No confidentiality is attached to this information.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect this information by Section 236 of the National Housing Act, as amended, and the Employer Identification Number (EIN) by the Housing & Community Development Act of 1987, 42 U.S.C 3543. The information concerning the monthly reporting of excess income is being collected by HUD to: (1) ensure project owners comply with the program requirements to accumulate, safeguard and pay HUD all rental charges collected in excess of the basic rental charges, (2) recover and enforce collection actions through repayment plans and/or offset of future subsidy billings in accordance with 24 CFR 17, administrative claims, and assess civil money penalties pursuant to Section 416 of the 1987 Housing and Community Development Act, as well as, (3) automate financial reporting needs. The EIN is used as a unique identifier for closer monitoring of owners and agents. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. Failure to provide the information could affect your future participation in HUD programs.

Important: Follow the instructions on the back to prepare this form.

Submit this form by the 10th of the month following the month covered by this report.

Mail this report to: Excess Rental Income P.O. Box 360333M Pittsburgh, PA 15250	Project Name & Address	FHA Project Number
		Reporting Period (mm/yy)
		Complete this block only if item 6 shows a payment due HUD
		Check Number Amount

Project Owner's Name, Address & Phone Number	Management Agent's Name, Address & Phone Number
Employer ID Number	Employer ID Number

Item Description	Column A	Column B
1. Balance carried forward from the previous month		
2. Total rents collected from HUD and tenants during the current month		
3. Adjustments to Basic Rents for revenue-producing units occupied a partial month		
4. Total Basic Rents for revenue-producing units occupied one or more days during the month		
5. Subtotal (add lines 2 and 3 in column A; add lines 1 and 4 in column B)		
6. Total due and payable to HUD		
7. Balance to be carried forward to next month		

Certification: I certify that the information on this form is true and complete.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Type the Name & Phone No. of the Person Preparing this Report (include area code)	Name of Reviewing Mortgage Official & Phone Number
Title	Title
Signature & Date	Signature & Date
X	X

Instructions for Preparing form HUD-93104, Monthly Report of Excess Income

Purpose: This report is designed to calculate the amount of funds collected from tenants that is in excess of the basic rent due. It is also used to track accrued unpaid excess rent (over basic rent) that has not been paid by tenants who do not qualify for basic rent, and who may be delinquent in whole or in part in paying excess rent due.

Header Data. Complete all boxes.

Project Name and Address. Enter the name and mailing address of the project.

FHA/Non-Insured Project Number. Enter the 8-digit FHA or State Agency non-insured project number. Sample entries are:

<u>FHA-Insured Projects</u>	<u>State Agency Non-Insured Projects</u>
121-44026	121-001N1

Failure to provide the correct project number could result in assessment of both late charges and interest penalties due to collections not being properly applied.

Check Number and Amount. Enter the check number and the amount remitted when excess income is remitted. This information is needed for correct collection credit.

Reporting Period. Enter the month and year of this report. (June 1990 is to be entered as 6/90.) Correct information ensures correct collection credit.

Project Owner/Management Agent (Name and Address). Enter the information for the entities responsible for the project.

Employer Identification Number (EIN). The EIN means the taxpayer ID number of the individual, trust, estate, partnership, association, company, or corporation assigned pursuant to section 6011(b) of the Internal Revenue Code of 1986, or corresponding provisions of prior law, or pursuant to section 6109 of the Code. The number has 9-digits separated by a hyphen as follows: 00-0000000.

Line Entries

Line 1. Enter the amount shown in line 7, column B of the previous month's excess income report.

Line 2.

- If you completed column 6 of HUD-93104-A, enter the sum total of column 6 from the totals of all pages;
- Otherwise, enter the sum total of column 4 from the totals of all pages of the HUD-93104-A form.

Line 3. Enter the sum total of column 7 from the totals of all pages of the HUD-93104-A form.

Line 4. Enter the sum total of column 3 from the totals of all pages of the HUD-93104-A form.

Line 5. Subtotals:

Column a. Add items 2 and 3 of column A and enter the answer.

Column b. Add items 1 and 4 of column B and enter the answer.

Line 6. Totals:

- If 5A is less than or equal to 5B, enter zero.
- If 5A is greater than 5B:
 - Subtract 5B from 5A;
 - Enter the answer in block 6A.
- If you have not given all 1983 HURRA rent rebates due tenants paying greater than basic rent, you may reduce the above amount by the amount of any rent rebate computed with a Section 236 Rent Rebate Worksheet (See Paragraph 3-40b of Handbook 4350.3.)
- Send a check made payable to HUD for the net amount calculated in b.(2) or c above. Enter the check number and amount in the areas so indicated.

Line 7.

- If item 5B is less than or equal to item 5A, enter zero;
- Otherwise, subtract item 5A from item 5B and enter the answer. (Carry forward this amount to line 1 of next month's report.)

Name and Phone Number of the Person Preparing the Report.

Enter the name and telephone number of the individual who prepared the report. If HUD or the State Agency has questions on the report, this individual will be contacted as the individual most familiar with the report.

Distribution:

- Send the original form HUD-93104 and any required remittance to the following: (Do not send the form HUD-93104-A.)

Excess Rental Income
PO Box 360333M
Pittsburgh, PA 15250
- For projects financed by a State Agency, send a copy of the form HUD-93104 to the State Agency.
- Retain one copy of the form HUD-93104 in your files. (Attach the form HUD-93104-A to this copy of the form HUD-93104.)